

East Hampton Board Of Education

Request for Proposals (RFP) No. 2017-1102

Safety & Security Window Film

Executive Summary:

The East Hampton Board of Education posted a Request for Proposal for the installation of 3-M S140 safety/security window film with caulking for Memorial School, Center School and Middle School. The proposal was sent out to 3-M certified window film dealers and was also posted on the State of Connecticut bidding web site. Proposals were received on November 22, 2017 from four (4) vendors. It should be noted, that the 3-M product was selected as the preferred film since it has been installed in the District on all entry doors and lobbies and is the product that is intended to be bid for the remaining window covering for the High School.

Proposals were received from:

Millard Enterprises

Connecticut Window Film & Tinting

Commercial Window Shield

Connecticut Carpentry Corporation

Note: Millard Enterprises submitted the only proposal that met the requirements of the RFP. It was fully inclusive of the specified product and caulk.

Proposal Specifics:

Memorial Elementary School

- Base Bid \$10,701.
- Expanded Bid \$15,910.
- Sub Total \$26,611.

Center School

- Base Bid \$7,254.
- Expanded Bid \$4,185.
- Sub Total \$11,439

Middle School

- Base Bid \$11,299.
- Expanded Bid \$12,756.
- Sub Total \$24,055

Total Proposal \$62,105.

Recommendation:

Based on the proposal reviews, it is recommended that we accept the proposal from Millard Enterprises for the full scope of services. The bid was broken into two parts, base bid and expanded bid. The purpose of separating the values was to ensure that the higher risk, higher profile areas were identified in the base bid section and the remaining windows were bundled in the expanded section. Combined together, the three schools will have all windows covered up to at least 6' in height.

Chapter 117. PURCHASING

[HISTORY: Adopted by the Town Council of the Town of East Hampton 10-30-2001 (Ord. No. 12.07). Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics -See Ch. E.

§ 117 -1. Declaration of policy.

It is the intent of the Town to provide consistent rules for the purchase of equipment, services, ~~and~~ supplies and materials to facilitate efficient municipal operations and to provide fairness to all parties, including but not limited to individuals, corporations, or government agencies whose equipment, services and supplies are purchased by the Town of East Hampton, including the Board of Education. Purchases shall be made considering price, quality and availability as important determining factors in the selection of equipment, services and supplies.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

The Town Council may delegate their responsibility under this ordinance to other town boards, and committees.

Responsibility for Compliance

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy. ~~For purchases made by the Board of Education, The Superintendent of Schools shall bear primary, non-delegable responsibility for ensuring compliance with this policy for purchases made by the Board of Education (BOE).~~
- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

§ 117 -2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated as follows:

BID / REQUEST FOR PROPOSAL (RFP)

A notice in writing in a sealed envelope delivered to the Town Manager (or designee) or Superintendent of Schools (or designee), as the case may be, by a specified date, to be opened in public at a specified date and time by the Town Manager (or designee) or by the Superintendent of Schools (or designee), as the case may be, whereby a vendor informs the Town of the price for which he/she shall furnish supplies, materials, equipment, or services to the Town.

CAPITAL EQUIPMENT

Equipment, including rolling stock, vehicles, machinery, etc., other than supplies, which is used to provide a service to the community.

QUALIFIED

Meeting such qualifications as the Town may set forth in its requests for bids, quotations, or proposals.

QUOTATION

A notice, in writing, whereby a vendor informs the Town of the price for which he/she will furnish supplies, materials, equipment or services to the Town. A written promise from a supplier, vendor, contractor or professional guaranteeing the cost of specific supplies, materials, equipment or services. Any and all quotes deemed not to be in the best interests of the Town Joint Facilities may be rejected and any quote deemed to be in its best interests may be accepted.

RESPONSIBLE

Having the experience and financial strengths, in the reasonable judgment of the Town, necessary to perform in the delivery of services, materials, equipment or supplies.

SERVICES

Includes contractual services rendered to the Town by a vendor.

SUPPLIES

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption.

MATERIALS

Basic ingredients in a relatively raw, unrefined or unmanufactured state that may be worked into a more finished form (i.e., sand, wood, asphalt).
~~Includes supplies and materials used in the daily operation of the Town.~~

TOWN

All Town agencies, including the Board of Education and excluding Town of Colchester-Town of East Hampton Joint Facilities (Joint Facilities).

STUDENT EDUCATIONAL

Shall mean tuition paid to public or private institutions as well as special education services provided to children as identified in the child's Individualized Educational Program (IEP).

LEGAL SERVICES

Services provided by firms and individuals licensed to practice law in the state of Connecticut.

PROFESSIONAL ENGINEERING

Means a person or firm who is licensed to practice in the State of Connecticut and qualified by reason of his knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, to engage in engineering practice, including rendering or offering to render to clients any professional service such as consultation, investigation, evaluation, planning, design or responsible supervision of construction, in connection with any public or privately-owned structures, buildings, machines, equipment, processes, works or projects in which the public welfare or the safeguarding of life, public health or property is concerned or involved.

§ 117-3. Purchases of capital equipment, services, materials and supplies.

All purchases in excess of \$2,000 -require a purchase order, standing purchase order or requisition. The following requirements shall govern the purchase of supplies, equipment and services:

- A. If the estimated value is less than \$105,000, the department or agency head may make the purchase after careful review of the most competitive price considering the quality of the proposed purchased items.
- B. If the estimated value is equal to or greater than \$510,000 but less than \$210,000, the purchase may be made with the approval of the Town Manager or his designee (or in the case of ~~the~~ Board of Education purchasesoperating budget, the Superintendent of Schools or his designee) after the department head or agency head has received at least three written quotations, and the purchase shall be the lowest qualified and responsible quote. If for any reason three quotes are not obtained, the purchase may be made after providing written documentation for the files, indicating why three quotes could not be obtained.
- C. If the estimated value is equal to or greater than \$210,000, the purchase shall generally be made from the lowest qualified and responsible bidder using a sealed bid procedure described in § 117-5 below, with two exceptions hereafter described. The award shall be made by the Town Council or, in the case of Education purchases~~the School operating budget~~, the Board of Education, unless it is a joint bid with another Town agency, in which case the Council shall make the award. The first exception is where the proposal of the lowest qualified and responsible bidder exceeds the Town's budget for the item, in which case the Town may reject all proposals by majority vote of the Town Council or Board of Education, as the case may be. The second exception applies where it is deemed to be in the best interests of the Town of East Hampton to make the award to a bidder other than the lowest qualified and responsible bidder. This latter exception requires an affirmative vote of 3/4 of the elected membership of the Town Council at a regular or special meeting.
- D. Contracts for service and/or maintenance shall be acquired or bid in accordance with the

provisions of this section. Such contracts may be entered for periods renewable on a month-to-month basis and shall be terminable upon written thirty-day notice by the Town/Board of Education or the vendor/supplier. Such contracts shall remain in effect until such termination and shall not require quotation or re-bid until such termination.

E. Splitting of contracts to avoid any of the limits of this section shall be prohibited.

F. ~~Consulting services shall be acquired through a "Request For Proposal" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.~~

§ 117-4. Exemptions.

Exceptions to bid requirements that do not require Town Council approval for purchase

The items listed below will not require sealed bids and are exempt from the requirements of §117-3, but do require Town Manager approval or, in the case of Education purchases, the Superintendent of Schools.

A. Legal, physician, professional engineering and; student educational services.

~~A. Auditing services shall be exempt and shall be approved by the Board of Finance. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.~~

- B. Purchases made from any agency or office of the federal, state or local government or other governmental unit, or nonprofit organization or sole-source supplier shall be exempt.
- C. Nothing in this chapter shall prohibit the Town from purchasing items under state bids and/or contracts and/or participation in regional purchasing councils who have used a sealed bid procedure.
- D. Nothing in this chapter shall prohibit the Town from contracting for repairs of an immediate nature for health and safety reasons and to prevent damage or injury.
- E. Materials. When multiple suppliers of material are not within the transportable range, ~~the Public Works Department shall be exempt from the requirements of § 117-3. In such case,~~ the Public Works Department shall seek to obtain the best price within the transportable range.
- F. Existing maintenance or service contracts which have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the acquisition and/or bid requirements outlined in §117-3 until such time as said contract is terminated in accordance with §117-3D.

G. Purchases of used equipment where comparable bids are unavailable, and it has been determined by the Town Manager that the purchase of a particular piece of equipment is of good value to the Town, shall be exempt.

H. Services~~These~~ furnished by a monopoly utility.

I. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.

J. Those exempted or determined by law.

K. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.

L. Items that will maintain consistency with other like items previously purchased.

M. The purchase of surety bonds and insurance shall be exempt

§ 117-5. Sealed bid procedure.

A. All requests for bids shall be advertised in a newspaper suitable for notifying multiple prospective bidders or advertised on the State of Connecticut Department of Administrative Services Web page. *Editor's Note: The Department of Administrative Services Web page can be accessed at www.das.state.ct.us.* When necessary, the Town shall also directly solicit potential qualified sources for bids. The goal shall be to obtain at least three bids. If, however, after due diligence has been exercised, fewer than three bids have been received, the Town may award the contract if it is in the best interest of the Town.

B. A copy of the invitation to bid or the legal notice will be posted at the Town Hall in the office of the Town Clerk until the bids have been opened.

C. ~~C.~~ Bid documents shall be available to all firms indicating an interest in bidding. A fee may or may not be charged for bid documents.

~~C. Special consideration shall be given to Bids from organizations which file taxes within the Town after bids are considered for qualification and responsibility.~~

D.

§ 117-6. Insurance and licensing requirements.

All parties employed by the Town to perform work on Town-owned property shall carry the required level of insurance coverage, indemnity, and hold the Town harmless. The Town shall be named as additional insured on the insurance certificate. When required by law (such as the trades, etc.), all parties performing work for the Town shall have and maintain the required licenses and/or certifications to perform such work.

§ 117-7. Waivers.

With a vote of 3/4 of the elected membership of the Town Council, at a regular or special meeting, the Town Council may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the Town. Such waiver shall include in the record the reasons for the Council's action. Public notice shall be given at least seven days in advance of any vote to consider a waiver of the bidding procedure.

§ 117-8. Nondiscrimination.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1). Purchasing shall be conducted without regard to the political affiliation, race, sex, age, religion, national origin, disability, ~~residence~~, familial relationship or business associations of vendors and/or contractors. All purchasing will comply with the provisions of applicable state and federal laws pertaining to civil rights, equal opportunity and affirmative action.

§ 117-9. Conflicts of interest.

The Ethics Resolution as adopted and amended by the Town Council shall be applicable to this chapter. *Editor's Note: See Ch. E, Code of Ethics.*

§ 117-10. LOCAL VENDOR PREFERENCE

For all bids and quotes submitted for purchases, exceeding \$20,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, so long as such local vendor agrees to provide the goods or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.

For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of East Hampton by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the Town and other municipalities or the State of Connecticut.

Resolution
Town Facilities Building Committee

WHEREAS: between the years 2005-2008, the Town of East Hampton went through a major review of its Towns' Facilities, contracting with Friar Associates to lead this review;

WHEREAS: The Friar report found Town Facilities lacked space impacting the efficiency and effectiveness of the services delivered to residents;

WHEREAS: minimal work has been done since 2008 to substantially change or enhance the Towns' Facilities;

WHEREAS: Eversource, located immediately behind the Town Hall/ Police Department, has announced a major expansion in East Hampton causing parking issues for the Town;

WHEREAS: The Town Council of East Hampton commissioned a Building Evaluation Committee to review the Friar Report, current condition of all Facilities and report recommendations;

WHEREAS: The Facilities Evaluation Committee has presented its findings and recommendations to the Town Council;

WHEREAS: The Town Council recognizes the need to replace the Town Hall and Police Department;

WHEREAS: The Town Council has decided to issue a Request for Qualifications to identify building locations and qualified construction consortiums.

NOW THEREFORE BE IT RESOLVED; the Town Council creates the Town Facilities Building Committee with nine (9) total members whose charge shall be to issue a RFP for the construction of a Town Hall and Police Department to the three qualified applicants from the RFQ process. The RFP shall include: specifics regarding facility programming needs, construction quality requirements and performance expectations. The Building Committee shall evaluate the results of the RFP and make a recommendation to the Town Council for award of the Town Hall/Police Department Building project.

Membership shall be appointed by the Town Council with a term that will terminate upon completion and acceptance of the project or the failure of a proposed project at referendum. The committee shall be made up of nine (9) members of the public who demonstrate knowledge of building, design, architecture, engineering or other related fields.

Ex officio members of the committee will include: the Town Manager, or his designee; a member of the Town Council; and the Board of Finance. Ex officio members will have full rights to participate in the meeting but will not have a vote. The Town Manager will budget for and supply staff for the committee to take notes and minutes of committee meetings.

FURTHERMORE BE IT RESOLVED, The Town Council has created the Town Facilities Building Committee with the express intent to:

1. request funds for the development of a formal Request for Proposal(RFP);
2. issue the RFP to the 3 qualified applicants;
3. make a recommendation of one RFP response for award by the Town Council;
4. educate the public on formal plans;
5. in conjunction with the Town Council seek funds for implementation of formal plans;
6. if approved implement plans consistent with public approval;
7. award bids associated with the construction of approved project not to exceed the total approved project amount and in compliance with all Town purchasing processes;
- 6.8.modify plans with the express intent of completing the project on time and under budget while maintaining the original intent of the approved project;
- 7.9.report to the Town Council, quarterly, on implementation progress.

Approved by Town Council: November 8, 2016
Amended by Town Council: December XX, XXXX

TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 7C

DATE: December 12, 2017
SUBJECT: East Hampton Public Library Policies
DEPARTMENT: Library

BACKGROUND

It has recently come to our attention that the East Hampton Town Council has never approved a set of operational policies for the East Hampton Public Library. To rectify this oversight, the Library will be presenting the Town Council with drafts of operational policies, that have been approved by the Library Advisory Board, throughout 2018. Our goal is to have a completed policy manual, approved by the Library Advisory Board and the Town Council, by the end of 2018.

The attached document includes the following draft policies for the Town Council's review:

1. Mission and Scope of the East Hampton Public Library
2. Patron Responsibilities and Code of Conduct
 - a. Code of Conduct
 - b. Unattended Children
 - c. Animals in the Facility
3. Circulation Policies
 - a. Library Card Registration
 - b. Loan Periods, Limits, Renewals and Fines
 - c. Lost or Damaged Materials
 - d. Interlibrary Loan
4. Community Contributions to the Library
 - a. Gifts and Donations
 - b. Volunteers

All policies have been written in consultation with other Connecticut libraries, best practices as outlined by the American Library Association and upon recommendation of the East Hampton Library Advisory Board.

All attached policies were approved by the Library Advisory Board at their December 4, 2017 meeting.

RECOMMENDED MOTION

Resolved that the Town Council adopts the proposed operational policies for the East Hampton Public Library.

FISCAL IMPACT

No fiscal impact.

East Hampton Public Library
Operational Policies and Guidelines

East Hampton Public Library Operational Policies and Guidelines

Table of Contents

Mission and Scope of the East Hampton Public Library

Patron Responsibilities and Code of Conduct

Code of Conduct.....

Unattended Children.....

Animals in the Facility.....

Circulation Policies

Library Card Registration.....

Loan Periods, Limits, Renewals and Fines.....

Lost or Damaged Materials.....

Interlibrary Loan.....

Community Contributions to the Library

Gifts and Donations.....

Volunteers.....

Library Collections

Purchase Requests

Collection Development

Materials Challenge

Library Facilities and Resources

Meeting Room Policy

Exhibit Policy

Bulletin Board Policy

Internet and Technology Use

Program Policy

Local History Room Policy

Confidentiality

Appendix

American Library Association Bill of Rights

American Library Association Freedom to Read

Volunteer Application

Materials Challenge Form

Meeting Room Use Form

Mission and Scope of the East Hampton Public Library

The mission of the East Hampton Public Library is to provide equal access to information and ideas, promote a love of reading and offer a wide range of community based educational and cultural programs.

We accomplish this mission through a wide and diverse collection of books, media and downloadable content, programs and events for all ages and outreach and partnership with other East Hampton and community organizations.

(Approved by the Library Advisory Board 12/4/17)

Patron Responsibilities and Code of Conduct

A. Code of Conduct

The East Hampton Public Library is committed to providing a safe, welcoming and comfortable environment for all library patrons.

The Library Director or his or her designee is authorized to remove and/or exclude individuals whose behavior or actions impinges on the library's ability to fulfill its established function, or impairs the ability of other library patrons to use the facility.

To maintain a safe, welcoming and comfortable environment for all, unacceptable behavior includes but is not limited to:

1. Engaging in any activity in violation of Federal, State, Local or other applicable law.
2. Carrying firearms or dangerous weapons of any type, except by law enforcement.
3. Being under the influence of, selling, using or possessing alcohol or illegal drugs.
4. Threatening, harassing or intimidating other patrons, library staff, or volunteers by word or act.
5. Stealing, damaging, or altering library property or the property of library patrons or staff.
6. Smoking or vaping anywhere in the library complex.
7. Misusing public restroom facilities, including bathing or doing laundry.
8. Using emergency exits for non-emergency departures.
9. Failing to maintain an acceptable standard of personal hygiene.
10. Engaging in inappropriate displays of affection or sexual activity.
11. Soliciting or conducting surveys not authorized by the library.
12. Taking photos, video or audio recording without authorization by the library.
13. Failing to wear proper attire including shoes and shirts.
14. Engaging in disorderly conduct or any behavior which disrupts use of the library or interferes with the library operations.
15. Neglecting to provide proper supervision of children.
16. Using a false ID to obtain a library card or use of another person's library card without prior written permission.
17. Engaging in unreasonable noise levels including shouting, loud talking, disruptive conversation, allowing ringing cell phones or engaging in loud cell phone conversations.
18. Viewing pornographic material.

If a patron engages in any prohibited behavior(s), the patron will be asked to cease the activity. If the patron fails to stop the behavior or repeatedly engages in prohibited behaviors, the patron may be asked to leave the library immediately. A repeated failure to comply with this policy may lead to a temporary or permanent ban from the library.

The East Hampton Public Library further follows the Town of East Hampton's Code of Conduct. The Code is included in the Town of East Hampton's Employee Handbook and is part of the Code of the Town of East Hampton available at www.easthamptonct.gov.

B. Unattended Children

Library staff is not responsible for the care of unsupervised children in the library.

By Connecticut State Law, children under the age of 12 may not be left unsupervised in a place of public accommodation for a period of time that may represent substantial risk to the child's health or safety. (Connecticut General Statutes, Section 53-21a). If the child is attending a library program, a parent/responsible person is to remain in the library throughout the program.

If a child is left alone at the library, the police may be called. If the child is left alone at closing time, two staff members will remain with the child until either a parent or a police officer arrives. Library staff or volunteers are prohibited from driving a child home.

C. Animals In the Facility

The East Hampton Public Library prohibits all parties from bringing animals into the facility with the exception of working animals serving as aids to the disabled and animals invited for the purpose of public programs.

(Approved by the Library Advisory Board 12/4/17)

Circulation Policy

A. Library Card Registration

Any person principally domiciled in East Hampton is eligible for a free library card. Resident cards expire every three years and may be renewed.

It is the patron's responsibility to inform the library in their card has been lost or stolen. Replacement cards are issued for a \$2.00 fee.

Patrons are responsible for any material checked out on their card. Borrowing privileges may be suspended or lost if items are overdue or excessive fines or fees accrue.

Library Cards for Adults

To apply for a library card, adults must show a valid Connecticut driver's license or photo ID documenting their current residential address in East Hampton. If the license or photo ID is not

current or does not state the applicant's East Hampton address, the resident must supply alternative proof of residence. The following are acceptable:

- Town tax statement
- Current vehicle registration.
- Current lease agreement or mortgage document.
- Current utility bill dated within the last 30 days.

Library Cards for Children 18 Years of Age and Under

Any child of an East Hampton resident is eligible for East Hampton library card. Parents or legal guardians of people under 18 are responsible for any outstanding fines, bills or overdue material on the child's library card. The library therefore requires that the parent or legal guardian already have a valid card and be present when a person under 18 applies for a library card.

Temporary Cards

The library may, at its discretion, issue temporary cards to out-of-state residents residing in East Hampton, with proof of local rental or lease, length of stay, and a valid out-of-state driver's license. Temporary cards will be limited to checking out 10 items at a time.

In-state residents who temporarily reside in East Hampton will be considered non-resident borrowers and must use their hometown library card.

(Approved by the Library Advisory Board 12/4/17)

B. Loan Periods, Limits, Renewals and Fines

In general, library items may be borrowed for a period of 3, 7, 14 or 28 days as determined by the Library Director. Most items may be renewed once if there is not a waiting list for the title.

Local history and reference materials do not circulate. An exception may be granted with prior permission from the Library Director.

Children's library cards are not eligible to borrow DVDs.

The Library Director may establish the loan period for special collections, materials which are temporarily in great demand (such as student projects) or materials added to the collection in a new format.

All current library cardholders may have a maximum of 100 items charged to a current account, per the Libraries Online (LION) Consortium standards.

Patrons will be charged \$.10 per day for overdue books, periodicals and audiobooks. Patrons will be charged \$1.00 per day for overdue DVDs, video games or museum passes. The maximum overdue fine to be accrued on any one item is \$10.00.

C. Lost or Damaged Materials

If materials are lost or so damaged that they are judged by the library as being unsuitable for the collection, the last borrowing patron or their parent or guardian is responsible replacement cost as determined by the library. The library does not accept replacement items in lieu of payment.

D. Interlibrary Loan

Interlibrary loan requests are defined as a hold on a material not available owned by the East Hampton Public Library or other Libraries Online (LION) Consortium Library. Patrons may place an interlibrary loan by speaking with a staff member and filling out the Library's Interlibrary Loan Request Form.

Individual patrons may have up to 5 active requests at any one time.

The East Hampton Public Library does not:

- Request a title which is owned by the East Hampton Public Library or another LION Library unless the title is:
 - Lost and has not yet been replaced; or,
 - Focus of a book discussion, library or other group-sponsored.
- Request items from outside of Connecticut.

Renewals are at the discretion of the lender and materials may be recalled by the lender without notice.

(Approved by the Library Advisory Board 12/4/17)

Community Contributions to the Library

A. Gifts and Donations

Gifts to the Library are welcomed and, where a special need arises, may be actively sought.

Gifts of money or stock may be accepted with conditions attached, if those conditions are consistent with Library purposes and formally accepted by the Library Director, after receiving counsel from the Town's Finance Director and/or Town Manager, as appropriate.

Gift objects or artifacts will not normally be accepted. Donations of books or other like library materials may be accepted on a case-by-case basis.

If no conditions are attached, the library must be free to use, sell, display, or eliminate its property according to prevailing goals, needs, policies, and priorities. Conditions attached and formally accepted will be scrupulously honored.

Appraisals on gifts-in-kind for tax purposes cannot be furnished by the library. The value of gifts-in-kind shall be determined solely by the donor.

Books and other library materials purchased from gift and memorial funds are marked with appropriate book plates.

At the donor's request, a plate identifying the donor or person in whose name or memory a gift has been given may be placed on the donated piece of equipment. To insure uniformity in content and appearance, the library will purchase and mount plates as requested.

The Library reserves the right to refuse any gift that is not consistent with its mission and goals.

B. Volunteers

The East Hampton Public Library uses volunteers to enhance public service to the community. Volunteers provide important support services to the staff and/or work on special projects.

Volunteers are selected based upon their qualifications, availability, and the needs of the library at any given time. Volunteers may be selected by the Library Director or his or her designee based on a completed volunteer application form and interview.

Persons who seek a specific number of volunteer hours at the Library to meet a requirement set by an outside agency are subject to the above selection process and all other provisions of this policy.

Any adult volunteer whose duties include working directly with children may be subject to a background and criminal history check.

(Approved by the Library Advisory Board 12/4/17)

Library Collections

- A. Purchase Requests
- B. Collection Development
- C. Materials Challenge

Library Facilities and Resources

- A. Meeting Room Policy
- B. Exhibit Policy
- C. Bulletin Board Policy
- D. Internet and Technology Use

- E. Program Policy
- F. Local History Room Policy

Confidentiality

Appendix

- A. American Library Association Bill of Rights
- B. American Library Association Freedom to Read
- C. Volunteer Application
- D. Materials Challenge Form
- E. Meeting Room Use Form

Sirois, Cathy

From: Maniscalco, Mike
Sent: Thursday, December 07, 2017 2:42 PM
To: Sirois, Cathy
Subject: Fwd: LION Successful Migration and Transition - Recap

Best regards,

Michael Maniscalco, MPA
Town Manager
Town of East Hampton
860-267-4468

Sent from my iPhone

Begin forwarded message:

From: "Paul, Ellen" <epaul@easthamptonct.gov>
Date: December 7, 2017 at 12:42:37 PM EST
To: "Maniscalco, Mike" <mmaniscalco@easthamptonct.gov>, "Hall, Jeremy" <jhall@easthamptonct.gov>
Subject: LION Successful Migration and Transition - Recap

Hi Mike and Jeremy –

Yesterday the library successfully migrated to the Libraries Online (LION) consortium. We were open, functional and live with the new computer system at 10am yesterday. We spent the first hour of the day fixing hiccups with receipt printers and holds but we've been smooth sailing since.

To recap here's what was done to get us to up and running:

- 88,000 item records, 86,000 bibliographic records, 9,500 patron records, and 2,600 transaction records were extracted from our old circulation and catalog system: Verso and imported into our new system: Sierra. Data was troubleshooted for problems and fixed.
- All staff members were trained on our new circulation and cataloging system either at the East Haddam Public Library, the Brainerd Library or here at East Hampton.
- All public computers were reformatted and had Deep Freeze installed– this means that patron data is wiped from each computer at the end of each day.
- All catalog computers were upgraded to chrome boxes.
- The old catalog computers were repurposed for staff use – replacing laptops that were over 10 years old.
- We cleaned up and re-arranged the back staff room to accommodate for our new delivery service and work process.
- We communicated to the public about the migration in the Rivereast, Events magazine, on Facebook, on flyers in-house and via a message on our catalog homepage.

- We shut down public access to our old catalog yesterday morning when we went live with LION.

I am very pleased with how all of this went. There were a lot of things that could have gone wrong with the extract of so much data from one computer system and importing it into another. Of course, this will be a continual learning process for staff. Although all of them went to training a lot of their learning will be on the job. I anticipate that it will take a few weeks for everyone to feel fully comfortable. The good news is that everyone has had a positive, can-do attitude throughout the process.

This migration has given the people of East Hampton an incredible increase to access to collection materials: from 88,000 items to 2.6 million and a new delivery system to get materials in their hands fast. We've given them a new e-book service that is incredibly easy to use with an additional 13,000 titles. Finally, they've gotten more security on our public computers. I'm very happy and so far the response from the public has been extremely positive as well.

Please let me know if you'd like to stop by, I'm here all day today. Although some of this stuff is behind the scenes on the computer, some of it is visual and you can see the difference that LION has made.

Mike, would you mind sharing some of this with the Town Council in your Town Manager's report? I know that this will be new for some of them but for the ones who approved this six months ago, they should know that we've successfully made the transition.

Thanks,
Ellen

--
Ellen Paul
Library Director
East Hampton Public Library

860.267.6621
epaul@easthamptonct.gov



Office of the COLLECTOR OF REVENUE

KRISTY MERRIFIELD, CCMC

kmerrifield@easthamptonct.gov

December 7, 2017

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There is one refund totaling \$177.29.

Respectfully Submitted,

A handwritten signature in black ink that reads 'Kristy L. Merrifield, CCMC'.

Kristy L. Merrifield, CCMC
Collector of Revenue

BOARD AND COMMISSION SUMMARY NOVEMBER 2017

250th Anniversary Committee

The 250th Anniversary Committee held their regular meeting on November 2. They discussed the gala that was upcoming for that weekend and their December 7th meeting, which will be the last meeting. At that meeting a cake will be provided and the Governor's proclamation about the anniversary will be read.

Arts & Culture Commission

The Arts & Culture Commission met on November 16th at the Joseph N. Goff House. Open Studio Review – Participating artists reported that the experience was a good one. Old Bank Flowers and Art/Marketplace has moved to a smaller 70 Main St. next door to the Old Bank building. A different space for the open studio exhibitors will need to be determined in 2018. Art Purchase Award Installment – Acting EHHS principal Nancy Briere has talked to the superintendent of schools Paul Smith who is excited about the art award. A date is still in the works, perhaps in January. The administration wants to have a ceremony. Budget Review and Financial Report – 2017 grant winners Creative Dance and Rebecca White will be invited to attend the EHACC January meeting to provide update on the programs the grants supported. The 2018 Meeting Dates were approved. The December 21st meeting was moved to December 14th. The budget will be discussed.

Board of Finance

On Monday, November 20th an organizational meeting of the new Board of Finance was held. Michael Rose and Richard Brown were unanimously appointed Chair and Vice Chair, respectively. Information on meeting dates and times and committees needing liaisons were distributed for review with action to be taken at the December meeting.

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency held their regular meeting November 27. They discussed the progress of the work as related to the STEAP grant for 13 Watrous, along with the residential well that will be on that grant for 4 Starr. A grant extension has been granted (at least verbally) to 12/31/2018. The Agency is currently discussing specs for the soil remediation bid that they will put out for the remainder of the work at 13 Watrous.

Clean Energy Task Force

No meeting

Commission on Aging

The Commission on Aging met on November 9th. The 2018 meeting dates were approved. Energy and rental assistance funding was discussed as well as Dial A Ride transportation to Marlborough.

Conservation-Lake Commission

The Conservation-Lake Commission met on November 9th. The 2018 meeting dates were approved. The commission discussed the Watershed Project grant.

Design Review Board

No meeting

Economic Development Commission

The Economic Development Committee held their regular meeting November 21. They are planning a spring event to celebrate businesses in town. This will be held in the village center, probably in April, and public will be invited. The EDC would like to partner with other committees or departments, such as Park & Rec to make this a large community event. ECO Coffee shop will be the next Belltown Spotlight on Business.

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held their regular meeting November 13. Dry hydrants were discussed; all hydrants were tested by the volunteers and there are a few issues that need to be resolved. Chief Voelker will talk to Public Works Director Michelson about this to see if that Department can help as the capital budget funds for fixing hydrants is no longer appearing in the Department's budget. Problems with dispatch were discussed; Chief is meeting with Police Chief Cox to talk further. The possibility of a new radio infrastructure in town was discussed. Implementation of this would incur a large cost to the Department as they would need to obtain all new equipment, along with maintaining the old so that it would be possible to communicate with our mutual aid partners. There may be some steps that can be taken by the Department, the radio consultant will be invited to the next meeting.

High School Building Committee

The High School Building Committee held their regular meeting November 16. The project is almost complete; the bulk of things on the punch list are landscape related and will be done in spring. Some items already approved will take place inside the school during the winter break. Samples of the existing copper pipe have been sent out for testing to see if there is a problem within the pipe that is causing the high copper issues, as there still seems to be no other explanation. Downes gave a large range of magnitude number for replacing all the copper piping in the school with plastic, which has worked in the kitchen so far. The other option is using a chemical treatment of orthophosphate, which requires maintenance by the school forever. Committee meeting dates through 2018 were approved.

Inland Wetland Watercourses Agency

The Inlands, Wetlands and Watercourses Agency held their regular meeting November 29. Applications were approved for construction of a 3 car garage at 67 Gadpouch Rd. and extension of a culvert at Edgemere condos. A public hearing was set for 12/20/18 to discuss

proposed regulations change of expanding the upland review area to 200' from the lake (from the current 100'.)

Joint Facilities

The regular meeting of the Colchester – East Hampton Joint Facilities Committee was held at the Colchester-East Hampton Waste Water Treatment Plant Meeting Room on Tuesday November 21st at 5:00 P.M. Members of the High Point Estate Homeowner Assoc. (HPEHA) attended the meeting with concerns within the High Point easement area, which consists of a fenced-in area that contains the sewer lines and manholes for the Facilities Outflow to the CT River. After a brief discussion regarding the property maintenance and fence, the parties agreed to separate padlocks for access to property. Joint Facilities will request Public Works to perform the seasonal maintenance prior to September if possible, and HPEHA will continue to maintain the open space area as needed. In addition, it was asked if it was allowable to put a dock in an area that is not obstructing the easement. Joint Facilities would have to review any engineering plans prior to making that determination. Mr. Clayton reported on the newly completed RAC system, Bar Screen compactor, Auto Septage system and Comcast phone system as well the monthly operations and maintenance for September and October. Committee unanimously approved the 2018 meeting calendar.

Library Advisory Board

The Library Advisory Board held their regular meeting November 6. The community conversations were discussed and will be continued to the next meeting as the board utilizes that data for the good of the community.

Middle Haddam Historic District Commission

No meeting

Parks & Recreation Advisory Board

No meeting

Planning & Zoning Commission

The Planning & Zoning Commission met on November 1st.

Application of Roncalli Institute, Inc., 49 Oakum Dock, for a Zone Change: from R-2 to Commercial. Map 2/Block 9A/Lot 4. *Denied.*

Application of Dollar General – Garrett Homes, 197 East High St., for a Zone Change: from R-4 to Commercial. Map 37/Block 71/Lot 1. *Vote: 3-Yes; 3-No; 1-Abstain. Application did not pass.*

Request for Authorization to Use Bond Money to Complete Site Work, Sports on 66, LLC, 265 West High St., Map 06/Block 12/Lot 9. *Approved.*

Town Facilities Building Committee

The Town Facilities Building Committee held multiple meetings in November. The architects met again with Department heads to talk about each department's space within the building; a few minor adjustments were made. Newfield was signed into contract as Construction Manager (CM). The contract for Boundaries, the civil engineering company, was approved to be signed. Tentative timeline for upcoming approvals of P&Z and IWWA and for other milestones were discussed.

Water Development Task Force

No meeting

Water Pollution Control Authority

No meeting

Zoning Board of Appeals

No meeting